



FAIRFAX COUNTY

Department of Public Works and Environmental Services
Office of Building Code Services
12055 Government Center Parkway
Fairfax, Virginia 22035-5504
Telephone: (703) 324- 1980

V I R G I N I A

October 29, 1999

99-06

TO: All Architects, Builders, Developers, Engineers and Surveyors
Practicing in Fairfax County

SUBJECT: I. County-wide Masterfile of Plans for Single Family Dwellings
and Townhouses
II. Question/Answer Sessions
III. County-approved Plans on Each Residential Lot

I. County-wide Masterfile

Effective December 6, 1999, Fairfax County will approve County-wide masterfile house plans submitted by individual builders for particular house types for use throughout Fairfax County. Historically, Fairfax County has accepted and approved prototype or masterfile house plans for use by individual builders for a particular house model throughout a single subdivision. To avoid complications in the review process, building the same house in other subdivisions has required submission, review, and approval of another set of the same house plans for each subdivision. In response to requests from the building industry, the Office of Building Code Services has developed a procedure extending the Masterfile County-wide as outlined below:

- o The program requires submission of a masterfile plan that includes all options to be built County-wide and addresses all potential soil and proffer conditions. A masterfile plan is initially submitted for a single subdivision. Following approval of that first submission, masterfile applications for additional subdivisions may be submitted using copies of the County-approved masterfile plans.
- o A filing fee must be paid at the time of submission and prior to review by the Building Plan Review Division.
- o As further explained in Section III below, a set of County-approved plans and an approved lot grading plan must be available at each lot prior to the footing inspection and must remain on the lot until the residential use permit (occupancy permit) is obtained. Plans located at the job site trailer are not acceptable. County staff will conduct quality control inspections to ensure that the plans located at each lot correspond with the County-approved plans. Discrepancies in the plans will cause delays in inspections.
- o Builders having existing plans in the County's current masterfile system do not need to resubmit new plans to continue working in the subdivisions for which plans have been approved.

- o Submission requirements are detailed in a Masterfile Plan Fact Sheet available at the Permit Application Center Information Desk.

II. Question/Answer Sessions

Staff will hold meetings on December 1, 1999 and December 2, 1999, to answer questions on the County-wide Masterfile program. Both meetings will be held from 2:00 p.m. to 4:00 p.m. in Room 106, Herrity Building, 12055 Government Center Parkway, Fairfax, Va. 22035-5504. The sessions are free, and there is no need to register. If you have questions or need additional information, please contact David Sharp, Assistant Chief, Permit Application Center at (703) 324-1559.

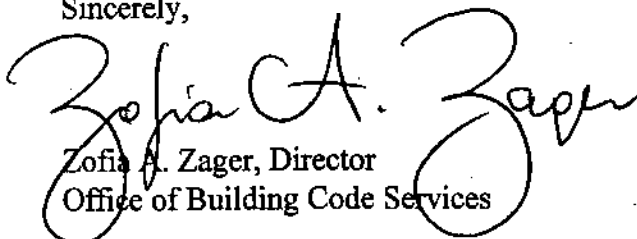
III. County-approved Plans on Each Residential Lot

In order to ensure maximum time is available for inspections, effective January 1, 2000, builders must locate County-approved plans on each residential lot. County regulations require that County-approved plans be accessible on the job site as a reference for the builder as well as the inspector. Recent practice in many subdivisions under construction has been to locate the plans in the job site construction trailer. This practice necessitates inspectors taking time away from inspections to view or retrieve plans. Therefore, please note the following requirements for all residential inspections:

- o County-approved plans must be located on each lot prior to the first inspection and until the issuance of a residential use permit (occupancy permit).
- o Copies of the County-approved set of plans, no smaller than 11"x 17", may be substituted for the original set. The plans must be legible, protected from the weather, and readily available to the inspector at all times during the construction process.
- o County inspectors are authorized to reject an inspection of those lots where a set of plans is not available.

If you have questions or need additional information on the availability of plans on each lot, please contact Paul Lynch, Director, Residential Inspections Division at (703)324-1972.

Sincerely,


Zofia A. Zager, Director
Office of Building Code Services

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cc: Central Files